



State of Arizona Accounting Manual

Topic 50 Travel
Section 10 Travel by Way of Common Carrier

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INTRODUCTION

Since the most frequently used common carriers are airplanes, examples and terminology related to the airline industry may frequently be used below. However, the policies set forth below apply to all common carriers, that is to say means of transporting many, unrelated travelers between rather than within metropolitan areas, such as trains (other than light rail) and buses (other than municipal).

POLICIES

1. An employee who is a passenger on a common carrier is:
 - 1.1. In pay status when traveling during his regularly scheduled working hours.
 - 1.2. Not in pay status when traveling during times outside of his regularly scheduled work hours.
2. Except as otherwise specifically allowed, the following expenses are not to be reimbursed:
 - 2.1. Upgraded common carrier fares.
 - 2.2. Common carrier fares related to personal travel.
 - 2.3. Common carrier fares related to commuting.
 - 2.4. Cancellation fees and penalties incurred for personal reasons.
 - 2.5. Charges related to checked baggage containing personal effects in excess of the following:
 - 2.5.1. One (1) piece of luggage for trips of three (3) or fewer days.
 - 2.5.2. Two (2) pieces of luggage for trips of more than three (3) days.
 - 2.6. Charges related to overweight checked baggage containing personal effects.
 - 2.7. Flight insurance or its equivalent.
3. Receipts are required to be reimbursed for common carrier fares.

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4. When practicable, common carrier fares should be prepaid using the agency's central travel account (CTA).
5. All travel should be conducted using the least expensive reasonable alternative. In the case of common carriers, this means that, for conducting the business of the State, coach or economy fares can be reimbursed, but, unless otherwise so provided, first class or its equivalent shall not be.
 - 5.1. A traveler may upgrade to a higher class of travel at his own expense.
 - 5.2. Should a traveler decide to upgrade to a higher class of travel at his own expense, he must prepay the entire common carrier fare and then, at the conclusion of the trip, be reimbursed for travel at what would have been the economy fare.
 - 5.3. A traveler may be reimbursed by the State when upgrading to a higher class of travel when:
 - 5.3.1. Suffering from some condition recognized by the ADA that requires such an upgrade.
 - 5.3.2. Obesity requires either an upgrade to a higher class or the purchase of two (2) lower class fares, in which case the less expensive of the alternatives is to be chosen.
6. All travel conducted by common carrier should be approved in advance by agency management.
7. The travel times, means and methods of travel selected should always be those most convenient, economical, effective and efficient for the State.
8. Payments for common carrier travel shall be based upon the actual cost incurred, not the amount that would have been reimbursed had the traveler used a privately owned vehicle.
9. When funding for travel is provided by a Federal grant, the traveler must use a U.S. carrier, except when:
 - 9.1. The use of a U.S. carrier would extend travel time (including delay at origin) by twenty-four (24) or more hours.
 - 9.2. U.S. carriers do not offer non-stop or direct service between the origin and destination.
 - 9.3. The costs of travel are fully reimbursed by certain third parties such as foreign governments or international organizations.

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10. Costs incurred when traveling to and from common carrier terminals (i.e., airports, train stations and bus stations) using the most reasonable, customary and economical means are reimbursable.

10.1. The least expensive of the following will be reimbursed:

10.1.1. Use of a privately owned vehicle and terminal parking, or

10.1.2. Fares for a round-trip to and from terminal for a:

10.1.2.1. Taxicab, or

10.1.2.2. Limousine, or

10.1.2.3. Shuttle.

11. Reimbursement for terminal parking is limited to the lowest available daily rate for uncovered, long-term parking at a lot providing shuttle service to and from the terminal. The reimbursement amount is not to exceed any rate then in effect that may be prescribed by SAAM for a given location.

12. A train or a bus may be used instead of an airplane when:

12.1. It is convenient and economical to do so, and

12.2. Additional travel time while in pay status does not result.